

# TennCare Project Manager

The Bureau of TennCare is seeking a skilled Project Manager to join their Project Management Office (PMO). TennCare improves lives through providing high-quality, cost-effective care to one and a half million Tennesseans. The PMO reinforces the agency's mission through best practices and methodologies that improve operations.

## **Requirements:**

- Bachelor's Degree or five years of professional experience in project management.
- Healthcare and IT project management experience is preferred.
- PMP certification (*preferred but not required*).
- Knowledge of methodologies such as Plan-Do-Check-Act, Baldrige, Six Sigma, etc
- Strong interpersonal and tactful communication skills including:
  - Ability to facilitate effective team and client meetings.
  - Ability to self-direct yet report to PMO Director.
  - Keeping project team well informed of changes.
  - Delivering engaging, informative, well-organized presentations.

## **Responsibilities:**

The Project Manager will report to the Director of PMO and will be responsible for facilitating the project management life cycle and related resources for TennCare. Executing projects within budget and time constraints plays a very key role in the success of the TennCare program. The project manager will directly manage the project life cycle and its' five phases: initiation, planning, execution, monitoring & controlling and closing. The Project Manager will initiate process improvement activities across TennCare. This will require in-depth knowledge of process improvement standards, methodology, processes and tools. Additionally, the Project Manager will be required to perform, but not limited to, the following:

- Improve business processes, solve problems and drive change throughout the organization.
- Identify issues and opportunities and take appropriate actions to mitigate impact on successful project completion.
- Identify upstream process improvement opportunities along with downstream process implications.
- Analyze, design and implement value added process improvements for all divisions of the business.
- Analyze current operations, forecast of future impacts, trend and cost/benefit analysis, ROI analysis and the development of various process alternatives in alignment with future business process design.
- Develop process modeling, data flow analysis, work simplification and measurement studies.
- Participate in the preparation of policies, operations and procedures manuals.

Please send resumes to Eric Fowlie at [eric.fowlie@tn.gov](mailto:eric.fowlie@tn.gov)